

Virginia Department of Education
Office of Program Administration and Accountability
21st Century Community Learning Centers (CCLC) Programs

Directions
Exception Calculation Forms for Cohorts 12 and 13

All grantees in cohort 12 and 13 will calculate their balance of 2014-2015 funds as of May 29, 2015. Grantees that have not claimed at least 85 percent of funds by that date have the ability to submit supporting documentation that will be considered by the Department prior to the calculation of the 2015-2016 award.

Step 1. Determine if grant balance, as of Friday, May 29, exceeds 15 percent of the award and you want to seek an exception to exceed the 15 percent.

- If you are not seeking an exception or do not need to seek one because you have claimed at least 85 percent of your grant funds for 2014-2015, send Marsha Granderson an e-mail (marsha.granderson@doe.virginia.gov) no later than Friday, June 12 stating that you are not seeking an exception, and 2) report your grant award amount for 2014-2015 and the balance as of May 29, 2015.
- If your grant balance exceeds 15 percent and you are seeking an exception, begin the process by completing the cover page of the exception documents and appropriate tabs.

Step 2. Determine which expenditures, if any, have yet to be claimed. If there are expenditures pending, the grantee can complete the second tab of the Exception Calculation Forms, "Justification – Unclaimed Funds." List pending items by encumbrance date. Please complete all columns for the respective expense. The form will calculate the total at the bottom right hand corner.

Step 3. Determine if the summer program exceeds the 15 percent of the award. If so, the grantee can complete the third tab of the Exception Calculation Forms, "Justification – Summer Program." Expenses to operate the summer program, which have not been included in prior reimbursements and are not included on the second tab, may be included. Please list expenses by object code. The total cost of the summer program will calculate in the bottom right hand corner. **The total cost of the summer program must match the total cost in the approved original application or an amendment already approved.**

Depending upon the situation, a grantee may complete either or both of the exception calculations tabs to be included for consideration.

Submit the Exception Calculation Documents to 21stContinuation@doe.virginia.gov no later than Friday, June 26, 2015.

Please name the file (grantrecipient_school_exceptioncalculation). See example below. A file should be submitted for each grant requesting the Department to consider an exception.

roanoke-smithes_exceptioncalculation

Questions can be directed to:

Marsha Granderson

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